



Vendors Guide to E-SITE STORMS Expense Reports (SER)

Version 1.0

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Document Revisions

Revision Date	Revision Description	Revision

Purpose

This guide provides detailed information about the formatting, submission process, and automated processing of transactions used by the STORMS Task Order and Requirements Management System (STORMS).

Background

STORMS is an automated system for managing the status and detailed expenses of task orders. Based on regular Contractor-provided inputs, the STORMS database contains information about the Labor costs and Other Non-Labor expenditures for each task order. STORMS also stores the IDIQ “not-to-exceed” labor rates by labor category, period of performance (PoP), and geographical work location (Price Group) for each E-SITE Vendor. The IDIQ rates are used during the Task Order Request for Proposal (RFP) process to validate each line of a Vendor’s submitted proposal.

Upon Task Order award, STORMS is loaded with the winning vendor’s price submission, in the form of a formatted report called the **Proposal Price Report (PPR)**. This data includes the proposed labor categories, specific Task Order not-to-exceed rates, proposed levels of effort, and ODCs, among other contract data. This information is then used during the operational life of the Task Order to validate the information submitted by Vendors in the **STORMS Expense Reports (SER)**.

E-SITE SER Template

You must use the E-SITE approved SER template.

The STORMS SER is a MS Excel 2007 or 2010 structured file. The SER file name is composed of four parts preceding the file extension: the Vendor’s IDIQ contract number, Task Order number, Invoice Number, and the STORMS file type “SER”. Underscores (“_”) are used for separators between each part preceding the Excel file extension. The format is defined as follows:

[ESITE IDIQ Contract #] + “_” + [Task Order #] + “_” + [Invoice Number] + “_” + “_SER” + [.File Type Extension]

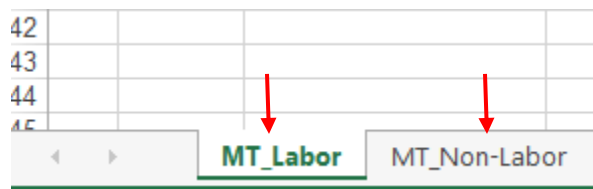
This name can be expressed more simply as: [IDIQ #]_[Task Order #]_[Invoice #]_SER.xlsx

An example name is: **HHM402-15-D-00XX_0001_ABC123_SER.xlsx** where HHM 402-15-D-00XX represents an E-SITE IDIQ number, 0001 is the Task Order number, ABC123 is the invoice number for the matching expenses submitted to the payment office, “SER” defines the STORMS file format, and “.xlsx” is an Excel 2010 file type.

Note: A SER file name **MUST** not contain an apostrophe (') or the file will not process within STORMS.

Proposal Spreadsheets Naming Convention

The names of the two spreadsheets contained within the SER file are: “**MT_Labor**” and “**MT_Non-Labor**”. Both spreadsheets must be contained within the file and the names of the spreadsheets must be labeled exactly as defined (see figure below).



The MT_Labor spreadsheet is used to submit the transactions for the labor price and/or cost information (e.g., labor categories, rates, levels of effort, etc.) that have been incurred during the prior month. Likewise, the MT_Non-Labor spreadsheet is used to submit all the transactions that contain all the essential non-labor price and/or cost.

Other spreadsheets can be created in the file to assist Vendors during preparation. If submitted, these spreadsheets are ignored by STORMS and have no adverse effect during processing. The order of spreadsheets within the file does not matter.

The specific transaction formats for the “MT_Labor” and “MT_Non-Labor” spreadsheets are defined in the next two sections.

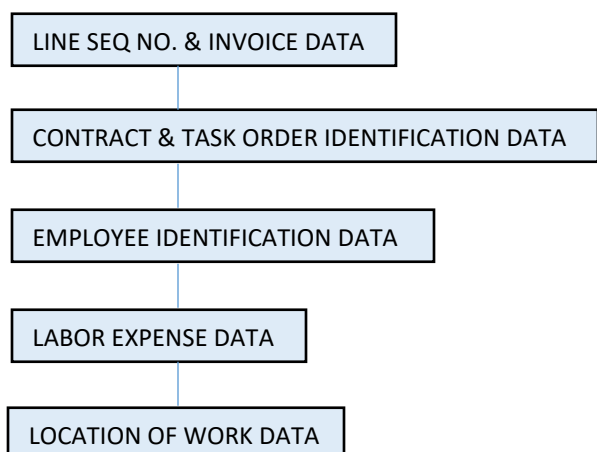
MT_Labor Spreadsheet (Transaction Formats)

The MT_Labor spreadsheet contains the set of transactions to be processed by STORMS for the Labor expenses incurred for a specific Task Order’s invoice.

The structure of the MT_Labor transaction contains the information used to identify the corresponding Contract, Task Order, the Contractor’s Employee associated with this labor expense, the actual expenses (rate and hours/months delivered), and the location where these expenses were incurred.

Unlike the STORMS Proposal File, every line in the Expense File is processed (i.e., lines are NOT ignored if the Contract column is blank—which will cause an error).

The logical data structure of the labor expense transaction is shown in the next diagram.



STORMS Labor Transaction Column Specifications

The specific SER template column names and data formats for the labor expense submissions are shown in the example below. (Note: there are no embedded spaces in the column names.)

LINE SEQ. NO. & INVOICE DATA		
Line	Invoice	InvoiceDate
1	10-12345	10/01/2016

CONTRACT & TASK ORDER IDENTIFICATION DATA									
Contract	TaskOrder	ContractType	CLIN	SLIN	ACRN	TaskPeriod	IDIQPeriod	BillingStart	BillingEnd
HHM402-15-D-XXXX	0001	Labor Hour	0001	0001AA	AA	Base	Base	9/01/2016	9/31/2016

EMPLOYEE IDENTIFICATION DATA			
LastName	FirstName	MI	Company
Smith	John	D	Company X

LABOR EXPENSE DATA							
Category	Group	Hours	HourlyRate	Months	MonthlyRate	Markup	Billed
Test Engineer – Level 1	Group 1	160	45.25	-	-	1.0%	\$7,312.40

LOCATION OF WORK DATA			
City	State	Country	Space
Washington	DC	USA	G

The definitions of each column in the “MT_Labor” spreadsheet are provided below. (Note: There are no embedded spaces in the column names.)

Column Name	Contents	Field Type
Line	Sequence Line Number of Transactions – This is a sequential one-up number for each transaction within this spreadsheet (starting with 1 each time a file is submitted). This provides a consistent reference number when discussions are required between the Government and the Vendor involving transaction errors. It also allows the data to be resorted to its original condition if it has been sorted for other purposes.	Integer Number
Invoice	Invoice Number – This must match the specific invoice number that was used to submit this expense for payment (i.e., the invoice number as sent to the Government’s payment office).	Text
InvoiceDate	Date of the Invoice – This is the date on the Invoice when submitted to the Government’s payment office.	Date mm/dd/yyyy
Contract	Contract Number – This is the submitting Vendor’s E-SITE IDIQ contract number. E.g. HHM402-15-D-00XX	Text
TaskOrder	Task Order Number – This is the Task Order number for which the expense on this line was incurred. It must match exactly the number of the awarded Task Order. For DIA-issued task orders this will usually be a 4-digit number – e.g. 0002.	Text

ContractType	<p>Contract Type – This is the type of charge associated with this line item. The text in this column must exactly match one of the approved Contract Types as follows:</p> <ul style="list-style-type: none"> • Cost Plus • Firm Fixed Price • Time and Materials • Labor Hour <p>Use "Cost Plus" for any Cost Contract Type, such as Cost Reimbursement (CR). Use "Firm Fixed Price" for any Fixed Price contract type, such as FPF, FPAF, FPIF, etc.</p> <p>This list is subject to change, and the instructions and template will be updated and communicated accordingly. Contact the E-SITE PMO with any questions or discrepancies.</p>	Text
CLIN	<p>Contract Line Item Number – The CLIN under which the work was performed. Each PoP may contain multiple CLINs so correctly tracking who charges each CLIN is an area of interest monitored by the Government. In addition, labor rates are managed and validated separately for each CLIN (i.e., a specific labor Category rate can differ between CLINS). The full 4-digit CLIN must be entered; ex. 0001 rather than just 1.</p>	Text
SLIN	<p>Sub Contract Line Item Number – One or more SLINs may be associated with a given CLIN. This field is used to identify the specific source of funding for the work performed. The full 6-digit SLIN must be entered; ex. 0001AA rather than just AA.</p>	Text
ACRN	<p>Accounting Classification Reference Number – This is the associated ACRN identified for the SLIN. There is never more than one ACRN allowed per SLIN. This is a 2-digit, usually alphabetical code.</p>	Text
TaskPeriod	<p>Task Order Period of Performance (PoP) – Identifies the PoP within the Task Order to which the labor on this line applies. For DIA solicitations, the first period is usually defined as “Base” and each succeeding PoP as “Option #” such as “Option 1”, “Option 2”, etc. Use only the values in the template, even if the solicitation/task order period names are different. (Ex. Always use “Option 1” even if the task order award calls it “Option Year 1” or “OY 1”. Consult the E-SITE PMO with any issues or questions.</p>	Text
IDIQPeriod	<p>IDIQ (Contract) Period in which the work is was performed. As in TaskPeriod, use only names defined in the template: Base,</p>	Text

	Option 1, Option 2, Option 3, and Option 4. Note: there is no Option 5, Option 6, etc. Periods beginning after the end of IDIQ Period Option 4 are named Execution 1 through Execution 5, and follow the same schedule: Execution 1 runs from 12/5/2020-12/4/2021, Execution 2 runs from 12/5/2021-12/4/2022, and so on.	
BillingStart	Billing Start Date – This is the first date of the work period <u>in which the expenses for the individual cited on this line were actually incurred</u> . This date may be for work performed in earlier months if it is for expenses not already submitted.	Date mm/dd/yyyy
BillingEnd	Billing Ending Date – This is the last day of the work period for the individual's expenses incurred on this line. This date may be for any period of time which matches the actual expenses that have not already been submitted (i.e. in a prior SER/invoice).	Date mm/dd/yyyy
LastName	Last Name of Vendor's Employee – This is the surname of the employee who incurred the expenses identified on this transaction. Hyphenated names are allowed.	Text
FirstName	First Name of Vendor's Employee - This is the first name of the employee who incurred the expenses identified on this transaction.	Text
MI	Middle Initial of Vendor's Employee – This is the first letter of the employee's middle name. If the employee does not have a middle name – leave this field blank.	Text
Company	Company Name – This is the Company (Prime or Subcontractor) who actually employs the named individual. (Note: Do not use the Prime's name unless this individual is actually employed directly by the Prime). Company Names must be spelled and formatted correctly, matching the STORMS Company Name database. Contact the E-SITE PMO for an updated list if you receive an error in the Company Name field.	Text
Category	Labor Category – This is the labor category group and skill/experience level applicable to the expenses identified in this transaction. There are 39 IDIQ approved labor categories at various skill/experience levels (0, 1, 2, 3, & 4). Not all skill/experience levels apply to all labor category groups. (Ex: "Cyber Security Officer" only has Level(s) 0, 1, 2, & 3 – it does not have a Level 4. Alternately, "Cybersecurity Systems Engineer" has Level(s) 1, 2, 3, & 4, but does not have a Level 0 option.)	Text

	The Category text must exactly match one of the IDIQ categories or an approved new labor category (see Appendix B for exact text strings and/or alternative abbreviations that can be used).	
Group	<p>Price Group – This is the E-SITE Price Group designation which defines the labor rate authorized for the geographical location where work was performed. This text must exactly match one of the IDIQ Price Groups or abbreviations as listed in Appendix C.</p> <p>There are seven (7) price groups for the United States and six (6) foreign locations (overseas) in the original IDIQ contracts—more may be added over time, either at the IDIQ and/or the Task Order level – this direction will come exclusively from the Contracting Officer.</p>	Text
Hours	Totals Hours Delivered – This is the number of hours delivered by this employee during the billing period for the labor category and the location of where work was performed (Group) within this transaction. If this column is used, the Months column MUST be blank.	Number
HourlyRate	Hourly Labor Rate – This is the approved rate for one (1) hour of work for the labor category (Category) and location of work (Group) for this specific Task Order. This rate should not include any authorized offsite markup.	Currency
Months	Months Delivered – This should be either blank or “1” if work was invoiced as the monthly rate. If this column is used, the Hours column MUST be blank.	Number
MonthlyRate	Monthly Rate – This is the rate for one (1) full month of delivery if this was the way the labor was submitted in the Vendor’s original proposal—otherwise the Hourly rate applies.	Currency
Markup	Offsite Markup Rate – This is a percentage markup applied to the HourlyRate column when the employee performs work at a Contractor provided facility. A markup is only allowed if it was part of the original proposal for the Task Order.	Percentage
Billed	<p>Total Amount Billed – This is the total amount billed for this specific transaction. It is independently calculated and verified in STORMS using the columns in this transaction within the following formulas.</p> <p style="text-align: center;">Billed = HourlyRate * (1 + Markup) * Hours or Billed = MonthlyRate * (1 + Markup) * Months</p>	Currency

	<i>Note: To ensure that the total amount billed by the Vendor matches exactly the STORMS calculation, Vendors are advised that the labor rate being used will be rounded to two decimal places PRIOR to the multiplications in the formulas above. This has proven necessary because some rates in prior submissions are not rounded to two places.</i>	
City	Military Facility or City Name – This is the name of the military facility (Joint Base, Base, Post, Camp, Station, etc.) or City where the work was performed. For work performed at DIA two examples are DIA HQ and Reston. Do not list classified or sensitive locations.	Text
State	US State Postal ID – This is the approved 2-character postal abbreviation for the State where work was performed (e.g., DC for District of Columbia). Leave blank if the work was performed at a non-US location.	Text
Country	Country Name – This is the approved State Department US tri-graph for the name of the country where work was performed. Examples: USA for United States and GBR for United Kingdom (NOT UK). See Appendix D for the approved codes used by STORMS.	Text
Space	Type of Work Space Code – This code describes the work space used by the employee. This code must be as follows: “G” Government provided work space “C” Contractor provided work space. A value in the “Markup” column can be entered for this transaction only if a “C” is present in this column. (If the location is “G” then a Markup should not be charged at all.)	Text

STORMS Processing Rules and Considerations

Each line processed in the MT_Labor spreadsheet is treated as a completely separate transaction. **A separate SER is to be submitted for each Task Order.** A separate SER must also be submitted for each separate invoice number. The expenses contained within the SER should correlate to the Task Order costs submitted in the matching invoice number to the Government for payment for any given period.

The E-SITE contract is designed to handle hybrid task orders. In effect, a Task Order may contain both Firm-Fixed-Price, Cost Plus and Time and Material CLINS. Likewise, the SER transaction format is designed to support the full set of contract types at the CLIN level. Based on the CLIN number, STORMS validates the required data columns of each submitted line in the SER based on the CLIN order type. The table below provides the specifications used by STORMS to validate which columns are required for each type of contract CLIN.

CLIN Order Type	Type Abbr.	SER Data Required					
		Hours	Months	Hourly Rate	Monthly Rate	Mark up	Billed
Time & Material	T&M	YES	If Applic*	YES	If Applic*	YES	YES
Labor Hour	LH	YES	If Applic*	YES	If Applic*	YES	YES
Cost Plus * ^^	CP	YES	If Applic*	YES	If Applic*	YES	YES
Firm Fixed Price * ^	FFP	^	^	^	^	YES	YES
Non-Labor/Other Direct Costs ^^	ODC	NA for Labor – STORMS will flag as ERROR					

*"Cost Plus" and "Firm Fixed Price" include subtypes: e.g. Cost Plus Award Fee, Cost Plus Fixed Fee, Cost Plus Incentive Fee, Fixed Price Award Fee ... etc.

^The data required for Fixed Price CLINs will vary based on the contract structure and the information designated in the contract/solicitation. See "Fixed Price Contracts" for additional instructions.

^^ Non-Labor costs (ODCs) are not captured on the MT_Labor worksheet; however, the "Fee" portion of certain Cost Plus and Fixed Price contracts (e.g. CPAF, FPFF, etc.) will be reported on the MT_Non-Labor worksheet with the appropriate CLIN number.

Since each transaction line is treated separately, more than one expense line can be submitted per employee on the spreadsheet. This capability makes it easy for Vendors to submit accurate labor expenses based on who, what and where the work each actually performed. Four example scenarios are present below where multiple transaction lines per employee would be required (other situations may warrant this treatment as well, but these are the most common):

1. The invoice period spans two IDIQ Periods, with the employee(s) working during both periods. Under E-SITE, this IDIQ Period change occurs in December each year. In this case, two transactions are submitted for each employee who performed work during both of these periods. (If an employee only worked during one period, but not the other, it is important to list the correct IDIQ period during which that work occurred. E.g. if an employee began work on the project on December 15th, then s/he would have only worked during the second of the two IDIQ Periods.) The transactions should use the corresponding dates below (example based on a monthly billing cycle, beginning on the 1st of the month and ending on the last day of the month. Adjust as necessary for different billing cycles.):

	InvoiceDate	TaskPeriod	IDIQPeriod	BillingStart	BillingEnd
Employee A	01/01/2017	Option 1	Option 1	12/01/2016	12/04/2016
Employee A	01/01/2017	Option 1	Option 2	12/05/2016	12/31/2016

2. An employee works/is billed under more than one CLIN/SLIN in a given invoice period. In this case, a separate transaction line is required for each CLIN/SLIN (and each period, if scenario #1 also applies), showing the associated level of effort delivered and the approved labor rates for each specific CLIN (whether or not the labor rates are different under different CLINs).

3. During the same month, an employee is fully qualified (and approved) to deliver work in more than one Labor Category on the same Task Order. In this situation, a transaction line is submitted for each labor category with the corresponding labor rate and level of effort.
4. A less common scenario is if an invoice/SER contains more than one Task Order Period. In this case, a separate transaction line is required differentiating the hours worked and rates charged under one TO Period vs. those hours and rates in another TO Period. This scenario is not common, as vendors generally submit separate invoices for each TO Period. E.g. if TO Period 1 ends on the 15th of the month, and TO Period 2 begins on the 16th of the month, vendors will generally submit separate invoices for charges from the 1st-15th under TO Period 1, and another invoice for charges from the 16th-End of Month (EOM) under TO Period 2.

Fixed Price Contracts

There are special considerations and procedures concerning Fixed Price contracts. Some common scenarios and exceptions are listed here.

As noted above, the SER data required for Fixed Price contracts will vary based on the contract/solicitation structure and information requirements designated by the customer/COR or Contracting Officer. There are three main structures that may be utilized under E-SITE (subject to change; these are the three most common):

1. A fully Fixed Price contract is one in which the winning bidder offers to provide a solution [A] for a total price [\$X]. This amount (per agreement) may be billed in equal (e.g. monthly) or unequal installments, or all at once. Regardless of the installment method, the vendor should use only the Months and Monthly Rate columns (in addition to the Contract, Task Order, Task Period, IDIQ Period, Date(s) columns, Company, Markup, and Billed columns, which are always required). The data will simply be tailored to the specific contract, where "Month" can be understood as "Period" or "Installment" to allow for the other payment scenarios outlined above. (So if it is a \$1.2M contract to be billed monthly, a SER will be submitted for [1] Month * [\$100K] Monthly Rate, on a monthly basis. If it is paid in a lump sum, then the vendor can report either [12] Months * \$100K Monthly Rate, or [1] Month * [\$1.2M] Monthly Rate.)
2. Some FFP contracts also require reporting of level of effort (LOE) type data, in which case:
 - a. One line (per CLIN) will be filled out in accordance with the scenario above. Each of these FFP lines will include the Months and Monthly Rate, resulting in a total billed amount.
 - b. Additionally, a line will be submitted for each FTE (similar to T&M/LH SERs), with everything filled out accordingly, including Hours. The difference is that the Hourly Rate column will be left BLANK. Thus, the total billed amount will only reflect the FFP lines, while the Hours/Labor Category information can still be extracted.
3. Finally, some CLINs may contain both FFP (scenario 1) *and* T&M/Labor Hour expenditures. This is not common, but in these cases:
 - a. The FFP lines (by SLIN) should be filled out as in Scenario 1 above.
 - b. The T&M lines (by SLIN) should be filled out in accordance with T&M/Labor Hour processing rules.

- c. In this case, it is extremely important to properly designate the Contract Type in use for each line, and ensure the proper information is included for each.

Firm-Fixed-Price contracts must have data in the following columns only:

Invoice
InvoiceDate
Contract
TaskOrder
ContractType
CLIN
SLIN
ACRN
TaskPeriod
IDIQPeriod
BillingStart
BillingEnd
Billed

Cost Plus Contracts

These are the basic guidelines for SER validation with Cost Plus type contracts:

ContractType = "Cost Plus" <u>and</u> IDIQPeriod = NOT BLANK	
Required fields (similar to other contract types)	Line, Invoice, InvoiceDate, Contract, TaskOrder, ContractType, CLIN, SLIN, ACRN, TaskPeriod, IDIQPeriod, BillingStart, BillingEnd, LastName, FirstName, Company, City, State, Country, and Space
Not Validated	Rates (HourlyRate and MonthlyRate) are not validated.
Validated	<p>System checks for the LaborCategory and Group combination of the specified task order of the IDIQ contract.</p> <p>This will be considered an Error and will be highlighted in Red if the LaborCategory and Group combination does not exist for specified task order of the IDIQ contract.</p>
ContractType = "Cost Plus" <u>and</u> IDIQPeriod = Blank	
Required fields (similar to other contract types)	Line, Invoice, InvoiceDate, Contract, TaskOrder, ContractType, CLIN, SLIN, ACRN, TaskPeriod, IDIQPeriod, BillingStart, BillingEnd, LastName, FirstName, Company, City, State, Country, and Space

Not Validated	Rates (HourlyRate and MonthlyRate) are not validated.
Validated	<p>System checks for <u>existence</u> of LaborCategory for the specified task order of the IDIQ contract.</p> <p>System checks for <u>existence</u> of Group of the specified task order of the IDIQ contract.</p> <p>These will be considered Warnings and will be highlighted in Yellow if the LaborCategory and/or Group does not exist for the specified task order of the IDIQ contract.</p>

For Cost Plus contracts, the Rate submitted for each line item/employee should be the fully burdened rate being charged to the Government. Cost buildup information (employee pay rate, benefits, G&A, profit/markup, etc.) can be submitted in additional columns or worksheets if desired or requested by the COR; however, this information will not be stored in STORMS. For example:

- Company A is the Prime/Awardee on an E-SITE Task Order.
- Company B is brought on as a subcontractor to Company A.
- Along with each invoice, Company A, the Prime, will submit a SER detailing the total, fully burdened rate for each of Company A's employees, and the fully burdened rate for each of Company B's employees. This rate does not include cost buildup information – i.e. how the rate was developed – just the end price that the Government will see.
- Company B also does not submit a “sealed” SER; these types of transactions are handled separately, outside of the STORMS/SharePoint environment, as directed in the contract.

Essentially, SERs for Cost Plus contracts will function very similarly to T&M/Labor Hour-type contracts, but will be validated differently as above.

STORMS Labor Valid Transaction Conditions

Examples of valid inputs are shown in this section. Some situations are provided as examples to demonstrate how to submit expense transactions. The first situation involves Sara Smith and Candice Thompson (lines 1 & 3) who provides hourly support on two different CLINs (rates can differ between CLINs based on original proposal). Jim Jones (line 2) works on a monthly charged basis. Both Sara and Jim work at a Government site. Candice and Tom work at a Contractor-provided facility so offsite Markup is allowed. Line 4 shows an example of how to correct an error involving Tom where 20 hours need to be backed out during the month of August. Examples of valid submissions:

Line	Invoice	InvoiceDate	Contract	TaskOrder	ContractType	CLIN	SLIN	ACRN	TaskPeriod	IDIQPeriod	BillingStart	BillingEnd	LastName	FirstName	MI	Company
1	ABC123	10/10/2016	HHM402-15-D-TEST	0005	Time and Materials	0001	0001AA	AA	Base	Base	9/1/2016	9/31/2016	Smith	Sara	R	Company X
2	ABC123	10/10/2016	HHM402-15-D-TEST	0005	Time and Materials	0001	0001AA	AA	Base	Base	9/1/2016	9/31/2016	Jones	Jim	F	Company X
3	ABC123	10/10/2016	HHM402-15-D-TEST	0005	Time and Materials	0002	0002CC	AC	Base	Base	9/1/2016	9/31/2016	Thompson	Candice	L	Company X
4	ABC123	10/10/2016	HHM402-15-D-TEST	0005	Time and Materials	0001	0001AA	AA	Base	Base	8/1/2016	8/30/2016	Cruise	Tom		Company X
5	ABC123	10/10/2016	HHM402-15-D-TEST	0005	Time and Materials	0001	0001AA	AA	Base	Base	9/1/2016	9/31/2016	Cruise	Tom	S	Company X

Line	Category	Group	Hours	HourlyRate	Months	MonthlyRate	Markup	Billed	City	State	Country	Space
1	Configuration Manager/Specialist-Level 1	Group 2	80	\$ 1.50			0.00%	\$ 120.00	Tampa	FL	USA	G
2	Configuration Manager/Specialist-Level 3	Group 2			1	\$ 600.00	0.00%	\$ -	Tampa	FL	USA	G
3	Configuration Manager/Specialist-Level 1	Group 2	50	\$ 1.00			1.00%	\$ 50.50	Tampa	FL	USA	C
4	Database Engineer-Level 2	Group 2	-20	\$ 1.00			1.00%	\$ (20.20)	Tampa	FL	USA	C
5	Database Engineer-Level 2	Group 2	85	\$ 1.00			1.00%	\$ 85.85	Tampa	FL	USA	C

Line	Condition
1	Valid
2	Valid
3	Valid
4	Valid - Example of backing out 20 hours
5	Valid

STORMS Labor Transaction Error Conditions

Examples of invalid transactions are highlighted in red below.

Line	Invoice	InvoiceDate	Contract	TaskOrder	ContractType	CLIN	SLIN	ACRN	TaskPeriod	IDIQPeriod	BillingStart	BillingEnd	LastName	FirstName	MI	Company
1	ABC123	10/10/2015	HHM402-15-D-TEST	0005	Time and Materials	0001	0001AA	AA	Base	Base	9/1/2016	9/31/2016	Smith	Sara	R	Company X
2	ABC123	10/10/2016	HHM402-15-D-XXXX	0005	Time and Materials	0001	0001AA	AA	Base	Base	9/1/2016	9/31/2016	Jones	Jim	F	Company X
3	ABC123	10/10/2016	HHM402-15-D-TEST	000X	Time and Materials	0001	0001AA	AA	Base	Base	9/1/2016	9/31/2016	Thompson	Candice	L	Company X
4	ABC123	10/10/2016	HHM402-15-D-TEST	0005	Time and Materials	0001	0001AA	AA	Base	Base	9/1/2016	9/31/2016	Duke	Megan		Company X
5	ABC123	10/10/2016	HHM402-15-D-TEST	0005	Time and Materials	000X	0001AA	AA	Base	Base	9/1/2016	9/31/2016	Cruise	Tom	S	Company X
6	ABC123	10/10/2016	HHM402-15-D-TEST	0005	Time and Materials	0001	0001XX	AA	Base	Base	9/1/2016	9/31/2016	Bush	George	M	Company X
7	ABC123	10/10/2016	HHM402-15-D-TEST	0005	Time and Materials	0001	0001AA	AA	Base	Base	9/1/2016	9/31/2016	Martinez	Carrie	H	Company X
8	ABC123	10/10/2016	HHM402-15-D-TEST	0005	Time and Materials	0001	0001AA	AA	Base	Base	9/1/2016	9/31/2016	Kennedy	John		Company X
9	ABC123	10/10/2016	HHM402-15-D-TEST	0005	Time and Materials	0001	0001AA	AA	Base	Base	9/1/2014	9/31/2016	Roberts	Tim		Company X
10	ABC123	10/10/2016	HHM402-15-D-TEST	0005	Time and Materials	0001	0001AA	AA	Base	Base	9/1/2016	9/31/2025	Bennett	Linda	T	Company X
11	ABC123	10/10/2016	HHM402-15-D-TEST	0005	Time and Materials	0001	0001AA	AA	Base	Base	9/1/2016	9/31/2016	Stewart	Tandy		Company X
12	ABC123	10/10/2016	HHM402-15-D-TEST	0005	Time and Materials	0001	0001AA	AA	Base	Base	9/1/2016	9/31/2016	Moore	Many		Company X
13	ABC123	10/10/2016	HHM402-15-D-TEST	0005	Time and Materials	0001	0001AA	AA	Base	Base	9/1/2016	9/31/2016	Pope	Sam	R	Company X
14	ABC123	10/10/2016	HHM402-15-D-TEST	0005	Time and Materials	0001	0001AA	AA	Base	Base	9/1/2016	9/31/2016	Devinshire	Sheila		Company X
15	ABC123	10/10/2016	HHM402-15-D-TEST	0005	Time and Materials	0001	0001AA	AA	Base	Base	9/1/2016	9/31/2016	Palmer	Terry		Company X
16	ABC123	10/10/2016	HHM402-15-D-TEST	0005	Time and Materials	0001	0001AA	AA	Base	Base	9/1/2016	9/31/2016	Bergess	Chase		Company X
17	ABC123	10/10/2016	HHM402-15-D-TEST	0005	Time and Materials	0001	0001AA	AA	Base	Base	9/1/2016	9/31/2016	Montiel	Sandy		Company X
18	ABC123	10/10/2016	HHM402-15-D-TEST	0005	Time and Materials	0001	0001AA	AA	Base	Base	9/1/2016	9/31/2016	Johnson	Mary		Company X

Line	Category	Group	Hours	HourlyRate	Months	MonthlyRate	Markup	Billed	City	State	Country	Space
1	Configuration Manager/Specialist-Level 1	Group 2	80	\$ 1.00			1.00%	\$ 80.80	Tampa	FL	USA	C
2	Configuration Manager/Specialist-Level 3	Group 2	25	\$ 1.00			1.00%	\$ 25.25	Tampa	FL	USA	C
3	Configuration Manager/Specialist-Level 2	Group 2					1.00%	\$ -	Tampa	FL	USA	C
4	Information Technology Analyst-Level 1	Group 2	50	\$ 1.00			1.00%	\$ 50.50	Tampa	FL	USA	C
5	Database Engineer-Level 2	Group 2	85	\$ 1.00			1.00%	\$ 85.85	Tampa	FL	USA	C
6	Information Technology Analyst-Level 1	Group 2	80	\$ 1.00			1.00%	\$ 80.80	Tampa	FL	USA	C
7	Installation Specialist-Level 0	Group 2	99	\$ 2.00			1.00%	\$ 199.98	Tampa	FL	USA	C
8	Program Manager-Level 4	Group 2	15	\$ 1.00			1.00%	\$ 15.15	Tampa	FL	USA	C
9	Field Service Technician-Level 2	Group 2	20	\$ 1.00			0.00%	\$ 20.00	Tampa	FL	USA	C
10	XXX	Group 2	30	\$ 1.00			0.00%	\$ 30.00	Tampa	FL	USA	C
11	Configuration Manager/Specialist-Level 1	XXX	50	\$ 2.00			0.00%	\$ 100.00	Tampa	FL	USA	G
12	Hardware Engineer-Level 1	Group 2		\$ 1.00			1.00%	\$ -	Tampa	FL	USA	C
13	Cybersecurity Technical Specialist/Expert-Level 1	Group 2	100				0.00%	\$ -	Tampa	FL	USA	C
14	Database Administrator-Level 3	Group 2	40	\$ 1.00			1.00%	\$ 40.40	Tampa	FL	USA	G
15	IT Logistics Technician-Level 2	Group 2	120	\$ 1.00			1.00%	\$ 121.20	Tampa	FL	USA	C
16	Program Manager-Level 2	Group 2	80	\$ 500.00			2.00%	\$ 40,800.00	Tampa	FL	USA	C
17	Network Administrator-Level 1	Group 2	100	\$ 1.00			0.00%	\$ 102.00	Tampa	FL	USA	C
18	Cybersecurity Officer-Level 2	Group 2	80	\$ 1.00			1.00%	\$ 80.80	Tampa	FL	USA	X

Line	Error Condition
1	InvoiceDate is earlier than BillingEnd date
2	Invalid IDIQ Contract
3	Invalid Task Order
4	Invalid ContractType
5	Invalid CLIN for this Task Order
6	Invalid SLIN for this Task Order
7	Invalid TaskPeriod for this Task Order
8	Invalid IDIQPeriod for this Task Order
9	Invalid BillingStart outside of Task Order Period of Performance
10	Invalid BillingEnd outside of Task Order Period of Performance
10	Invalid Labor Category
11	Invalid Price Group
12	Invalid - Missing Hours
13	Invalid - Missing HourlyRate

14	Invalid - Markup not allowed on Gov Space "G"
16	Invalid - Rate Exceeds Authorized Value
17	Invalid - Billed amount is incorrect (should be \$100.00)
18	Invalid Space, Must be "G" or "C"

In addition to the example error conditions shown above, other errors identified during STORMS transaction processing include (but are not limited to):

- The InvoiceDate cannot be before the Task Order award start date.
- The BillingStart date cannot be before the Task Order award start date.
- The BillingStart date cannot be after the Task Order's final period of performance.
- The BillingEnd date cannot be before the Task Order award start date.
- The BillingEnd date cannot be after the Task Order's final period of performance.
- The CLIN must be a valid CLIN within the Task Order for the billing period submitted.
- The SLIN must be a valid SLIN within the Task Order for the billing period submitted.
- The Company name text string must match one of the registered Companies in STORMS.
- The Category text string must match exactly the approved labor categories for the Task Order.
- The HourlyRate must not exceed the approved rate for the specific Task Order.
- The MonthlyRate must not exceed the approved rate for the specific Task Order.

MT_Non-Labor Spreadsheet (Transaction formats)

The "MT_Non-Labor" spreadsheet contains the set of data which describes the vendor's non-labor expenses/costs for each Task Order period and CLIN.

The specific SER template column names and data formats for the non-labor expense/cost submissions are shown in the example below. (Note: there are no embedded spaces in the column names.)

Line	Invoice	InvoiceDate
1	10-12345	10/01/2016

Contract	TaskOrder	ContractType	CLIN	SLIN	ACRN	TaskPeriod	BillingStart	BillingEnd
HHM402-15-D-XXXX	0001	Labor Hour	0002	0002BA	AR	Base	9/01/2016	9/31/2016

TrackingID	Type	Item	Count	Each	Total	Indirect	Billed	Status
TR-1	Travel	Lodging	1	395.00	395.00	0%	395.00	F

Column Name	Contents	Field Type
Line	Sequence Line Number of Transactions – This is a sequential one-up number for each transaction within this spreadsheet (starting with 1 each time a file is submitted). This provides a consistent reference number when discussions are required between the Government and the Vendor involving transaction errors. It also allows the data to be resorted to its original condition if it has been sorted for other purposes.	Integer Number
Invoice	Invoice Number – This must match the specific invoice number that was used to submit this expense for payment (i.e., the invoice number as sent to the Government’s payment office).	Text
InvoiceDate	Date of the Invoice – This is date on the Invoice as submitted to the Government’s payment office.	Date mm/dd/yyyy
Contract	Contract Number – This is the submitting Vendor’s E-SITE IDIQ contract number.	Text
TaskOrder	Task Order name – This name will be provided by the E-SITE PMO and will be unique for every Task Order. It must match exactly the Task Order number of the awarded contract.	Text
ContractType	Contract Type – This is the type of contract. The text in this column must exactly match one of the approved Contract Types as follows: <ul style="list-style-type: none"> • Cost Plus • Firm Fixed Price • Labor Hour • Time and Materials 	Text
CLIN	Contract Line Item Number – The CLIN under which the non-labor expense/cost was procured. Each PoP may contain multiple CLINs so correctly tracking who charges each CLIN is an area of interest monitored by the Government. In addition, labor rates are managed and validated separately for each CLIN (i.e., a specific labor Category rate can differ between CLINS).	Text
SLIN	Sub Contract Line Number – One or more SLINs may be associated with a given CLIN. This field is used to identify the specific source of funding for the work performed.	Text
ACRN	Accounting Classification Reference Number – This is the associated ACRN identified for the SLIN. There is never more than one ACRN is allowed per SLIN.	Text

TaskPeriod	Task Order Period of Performance (PoP) – Identifies the PoP within the Task Order to which the non-labor on this line applies. For DIA solicitations, the first period is usually defined as “Base” and each succeeding PoP as “Option #” such as “Option 1”, “Option 2”, etc. Use only the values in the template, even if the solicitation/task order period names are different. (Ex. Always use “Option 1” even if the task order award calls it “Option Year 1” or “OY1”. Consult the E-SITE PMO with any issues or questions.	Text
BillingStart	Billing Start Date – This is the first date of the billing period in which the expenses on this line were actually incurred.	Date mm/dd/yyyy
BillingEnd	Billing Ending Date – This is the last day of the billing period for the expenses incurred on this line.	Date mm/dd/yyyy
TrackingID	Unique Vendor ODC Tracking Identifier – This is a unique tracking identifier provided by the Vendor for the non-labor expense/cost referenced on this transaction. This field is used in conjunction with the “Status” field to monitor interim or final payments for the non-labor expense identified on this line.	Text
Type	<p>Non-Labor Expense Type – This is the type of expense submitted. The E-SITE IDIQ contract identifies the types of expense which may be used. The text in this column must exactly match one of the IDIQ approved non-labor expense types as follows:</p> <ul style="list-style-type: none"> Facilities Fee Hardware-Licenses and Maintenance Housing Materials OEM Payments Relocation Software-Licenses and Maintenance Special Vehicles Transportation of Equipment Travel Tuition <p>STORMS will reject any line which does not have one of these non-labor expense types in this column.</p>	Text
Item	Item Description – This is a description of the non-labor expense/cost. It should be detailed enough for the Contracting Office and COR to understand what is proposed.	Text

Count	Item Count – Total number of units proposed for this item	Integer Number
Each	Cost Each – This is the single unit cost of the item defined on this line. The total cost is not required since it will be computed by STORMS as shown below.	Currency
Total	Total (Direct) Cost of Item(s) without Indirect costs – Calculated as follows: = Count * Each	Currency
Indirect	Indirect Rate – This is the <u>total</u> of all indirect costs applied to the direct costs, in accordance with corporate accounting rules – including items such as General and Administrative (G&A) expenses, Material Handling fees, and other allowable markups. Note: This rate should be presented in such a way that the Billed calculation below results in the correct amount that was actually invoiced. This may result in a slight disconnect between the invoice and the SER. For example, if the Total (Direct) Cost is \$100, and the total amount actually invoiced is \$112.00, then the <i>effective</i> Indirect Rate is 12% - regardless of how that number was derived. (Ex: percentages applied to other percentages, or only to portions of the rate, etc. Just use the effective total % rate being applied.)	Percentage
Billed	Total Amount Billed – This is the total amount billed for this specific transaction. It is independently calculated and verified in STORMS using the columns in this transaction in the following formulas (because the rates are not always rounded in the submission, the rate used in STORMS is rounded to two decimal places prior to the multiplications): Billed = (Count * Each) * (1 + Indirect)	Currency
Status	Delivery Status Code (P or F) – This defines the status of the expense related to the non-labor expense/cost as: “P” for Partial or “F” for Final expense charge. Since some non-labor items are expensed over more than one invoice, this indicates if the expenses identified by the TrackingID are a final or interim (partial) charge.	Text

STORMS Non-Labor Valid Transaction Conditions

Examples of valid inputs are shown below.

Line	Invoice	InvoiceDate	Contract	TaskOrder	ContractType	CLIN	SLIN	ACRN	TaskPeriod	BillingStart	BillingEnd
1	ABC123	10/1/2016	HHM402-15-D-TEST	0002	Labor Hour	0001	0001AB	AD	Base	9/1/2016	9/30/2016
2	ABC123	10/1/2016	HHM402-15-D-TEST	0002	Labor Hour	0001	0001AB	AD	Base	9/1/2016	9/30/2016
3	ABC123	10/1/2016	HHM402-15-D-TEST	0002	Labor Hour	0001	0001AB	AD	Base	9/1/2016	9/30/2016
4	ABC123	10/1/2016	HHM402-15-D-TEST	0002	Labor Hour	0001	0001AB	AD	Base	9/1/2016	9/30/2016
5	ABC123	10/1/2016	HHM402-15-D-TEST	0002	Labor Hour	0001	0001AB	AD	Base	8/1/2016	8/30/2016

Line	TrackingID	Type	Item	Count	Each	Total	Indirect	Billed	Status
1	A01	Facilities	Conference	1	500	\$500.00	1.00%	\$505.00	P
2	A02	Travel	TDY	1	800	\$800.00	0.00%	\$800.00	P
3	A03	Housing	House	2	300	\$300.00	2.00%	\$612.00	F
4	A04	Materials	Hardware	4	200	\$800.00	1.00%	\$808.00	F
5	A05	Software-Licenses and Maintenance	Software	-1	100	-\$100.00	0.00%	-\$100.00	F

STORMS Non-Labor Error Transaction Conditions

Examples of various invalid transaction inputs are shown below.

Line	Invoice	InvoiceDate	Contract	TaskOrder	ContractType	CLIN	SLIN	ACRN	TaskPeriod	BillingStart	BillingEnd
1	ABC123	10/1/2016	HHM402-15-D-XXXX	0002	Time and Materials	0001	0001AB	AD	Base	9/1/2016	9/30/2016
2	ABC123	10/1/2016	HHM402-15-D-TEST	XXXX	Labor Hour	0001	0001AB	AD	Base	9/1/2016	9/30/2016
3	ABC123	10/1/2016	HHM402-15-D-TEST	0002	LH	0001	0001AB	AD	Base	9/1/2016	9/30/2016
4	ABC123	10/1/2016	HHM402-15-D-TEST	0002	Labor Hour	2001	0001AB	AD	Base	9/1/2016	9/30/2016
5	ABC123	10/1/2016	HHM402-15-D-TEST	0002	Labor Hour	0001	5001AB	AD	Base	9/1/2016	9/30/2016
6	ABC123	10/1/2016	HHM402-15-D-TEST	0002	Firm Fixed Price	0001	0001AB	AD	Option 3	9/1/2016	9/30/2016
7	ABC123	10/1/2016	HHM402-15-D-TEST	0002	Cost Plus	0001	0001AB	AD	Base	8/1/2012	9/30/2016
8	ABC123	10/1/2016	HHM402-15-D-TEST	0002	Time and Materials	0001	0001AB	AD	Base	9/1/2016	9/30/2020
9	ABC123	10/1/2016	HHM402-15-D-TEST	0002	Firm Fixed Price	0001	0001AB	AD	Base	9/1/2016	9/30/2016
10	ABC123	10/1/2016	HHM402-15-D-TEST	0002	Time and Materials	0001	0001AB	AD	Base	9/1/2016	9/30/2016
11	ABC123	10/1/2016	HHM402-15-D-TEST	0002	Firm Fixed Price	0001	0001AB	AD	Base	9/1/2016	9/30/2016

Line	TrackingID	Type	Item	Count	Each	Total	Indirect	Billed	Status
1	A01	Facilities	Conference	1	500	\$500.00	1.00%	\$505.00	P
2	A02	Travel	TDY	1	800	\$800.00	0.00%	\$800.00	P
3	A03	Housing	House	2	300	\$300.00	2.00%	\$612.00	F
4	A04	Materials	Hardware	4	200	\$800.00	1.00%	\$808.00	F
5	A05	Software-Licenses and Maintenance	Software	-1	100	-\$100.00	0.00%	-\$100.00	F
6	A06	Travel	TDY 2	1	5	\$5.00	0.00%	\$5.00	F
7	A07	Travel	TDY 3	1	2	\$2.00	1.00%	\$2.02	P
8	A08	Materials	Books	1	1	\$1.00	0.00%	\$1.00	P
9	A09	XXX	TDY4	1	6	\$6.00	2.00%	\$6.12	P
10	A10	Relocation	Movers	1	-1	\$20.00	1.00%	-\$1.01	F
11	A11	Tuition	Books	1	12	\$10.00	0.00%	\$12.00	X

Line	Error Condition
1	Invalid Contract
2	Invalid TaskOrder
3	Invalid ContractType
4	Invalid CLIN
5	Invalid SLIN
6	Invalid TaskPeriod
7	BillingStart occurs before the Task Order Period of Performance
8	BillingEnd occurs after the Task Order Period of Performance
9	Invalid expense type
10	Invalid Each (must always be positive)
11	Invalid Status (P or F)

Submission of SER Transaction Files into STORMS

The STORMS Expense Report (SER) File is prepared and submitted directly to the **SharePoint** “Upload STORMS Expense” tool on the same day (or within 2 working days) of when the matching invoice is submitted to the payment processing office.

When uploaded, the SER will be automatically processed by STORMS to validate the submitted data.

If errors are identified in the report, the Vendor is responsible for making the necessary corrections and revalidating the report before submittal.

If no errors are identified, a confirmation email will be returned to the submitter and the SER will be finalized within STORMS - no further action is required by the Vendor or E-SITE PMO.

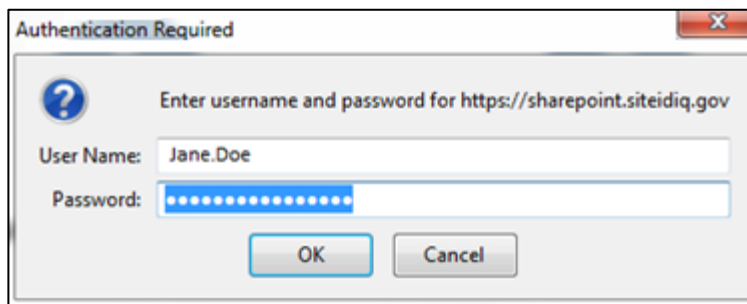
Log in to SHAREPOINT

Step 1: Go to <https://sharepoint.siteidq.gov>

Step 2: Enter your SharePoint credentials at the login window:

User Name: [login name]

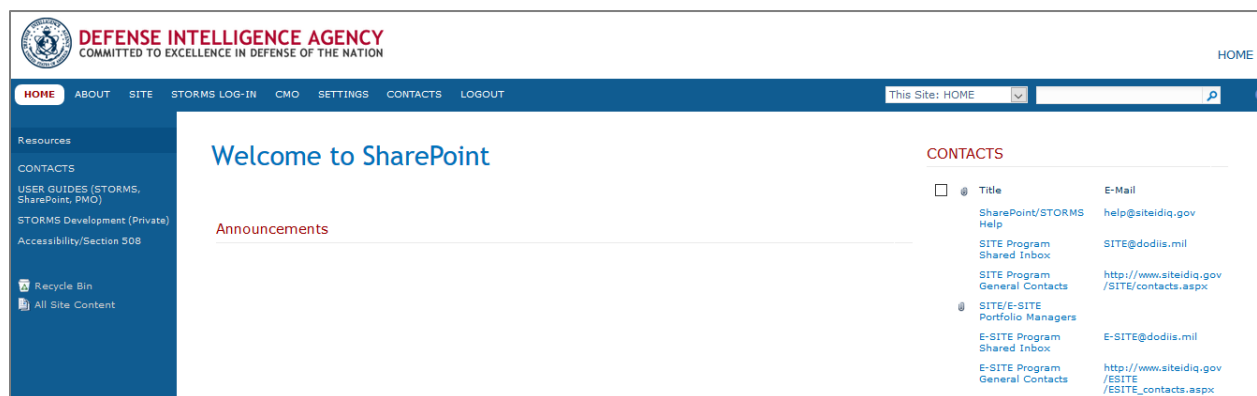
Password: [SharePoint password]

A screenshot of a Windows-style dialog box titled "Authentication Required". It contains a question mark icon and the text "Enter username and password for https://sharepoint.siteidq.gov". Below this, there are two input fields: "User Name:" with the text "Jane.Doe" and "Password:" with a masked password represented by dots. At the bottom, there are "OK" and "Cancel" buttons.

Step 3: Click **OK**.

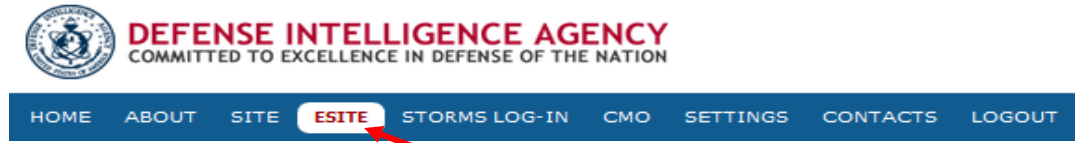
What will you see?

The default Home page is “Welcome to SharePoint”. The page will look similar to the figure below.

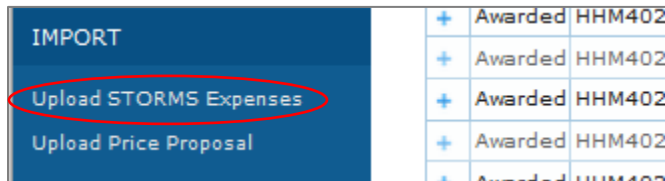
A screenshot of the SharePoint Home page for the Defense Intelligence Agency. The page has a blue header with the agency logo and name. Below the header is a navigation bar with links like HOME, ABOUT, SITE, STORMS LOG-IN, CMO, SETTINGS, CONTACTS, and LOGOUT. The main content area is titled "Welcome to SharePoint" and includes a section for "Announcements". On the right side, there is a "CONTACTS" section with a table listing various contacts and their email addresses.

Title	E-Mail
SharePoint/STORMS Help	help@siteidq.gov
SITE Program Shared Inbox	SITE@dodis.mil
SITE Program General Contacts	http://www.siteidq.gov/SITE/contacts.aspx
SITE/E-SITE Portfolio Managers	
E-SITE Program Shared Inbox	E-SITE@dodis.mil
E-SITE Program General Contacts	http://www.siteidq.gov/ESITE/ESITE_contacts.aspx

Step 1: Select the **E-SITE** link from the top level menu.

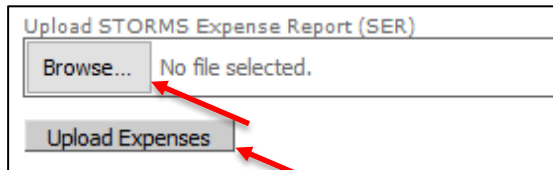


Step 2: Select **Upload STORMS Expenses** from the left menu under the **IMPORT** section.



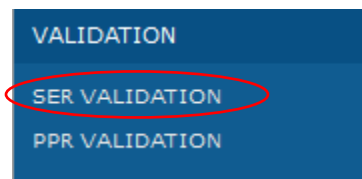
Note: You must be a member of the following group within SharePoint to access the Upload STORMS Expenses page: *Contract_TaskOrder_VENDORS (ALL Deliverables including SERs)*. Please contact your COR for access.

Step 3: Click the **Browse** button. Browse for the SER you would like to upload. Click the **Upload Expenses** button. You will receive an e-mail when the SER is successfully loaded into the SER Validation system. Please wait to receive the e-mail before proceeding to the next step (Step 4-SER Validation).



Note: You must use the E-SITE approved SER template.

Step 4: Select **SER VALIDATION** from the left menu under the **VALIDATION** section.



Step 5: Click the SER row you would like to validate in the top grid. The data associated with the SER you selected will display in the bottom grid, with any errors or warnings highlighted.

User Name	Load Date	Status	Contract	Task Order	File Name	Prebatch
user.esitecont	08/05/2016 14:57:37 PM	OPEN	HHM402-15-D-TEST	TEST-TS	08022016_ESITE_SER_(HHM402-10-D-00XX_TEST-TS_SER)_042016.xlsx	4123

Top grid

Page 1 of 1 500

Labor Expenses (10 Errors)		Non-Labor Expenses (0 Errors)										
Line	Invoice	InvoiceDate	Contract	TaskOrder	ContractType	CLIN	SLIN	ACRN	TaskPeriod	ID/OPeriod	BillingStart	BillingEnd
1	A-0001	03/01/16	HHM402-15-D-TEST	TEST-TS	COST PLUS	0001	0001AA	AA	BASE	BASE	02/01/16	02/28/16
2	A-0001	03/01/16	HHM402-15-D-TEST	TEST-TS	COST PLUS	0001	0001AA	AA	BASE	BASE	02/01/16	02/28/16
3	A-0001	03/01/16	HHM402-15-D-TEST	TEST-TS	COST PLUS	1001	1001BB	BB	OPTION 1		02/01/16	02/28/16
4	A-0001	03/01/16	HHM402-15-D-TEST	TEST-TS	TIME AND MATERIALS	2001	2001CC	CC	OPTION 2	OPTION 2	02/01/16	02/28/16
5	A-0001	03/01/16	HHM402-15-D-TEST	TEST-TS	TIME AND MATERIALS	3001	3001AA	AA	OPTION TO EXTEND	OPTION 3	02/01/16	02/28/16

Bottom grid

A status box will indicate the SER is being loaded to the bottom grid.

Loading SER Data

Loading SER: 08022016_ESITE_SER_(HMM402-10-D-00XX_TEST-TS_SER)_042016.xlsx
PrebatchID: 4123

Note: The Labor and Non-Labor Expenses are displayed on separate tabs. You will have to validate both tabs before the SER can be submitted.

SER Validation Overview

The screenshot shows the SER Validation interface with the following components and annotations:




- Top Tabs:**
 - Labor Expenses (16 Errors):** An annotation points to this tab with the text "Displays the number of errors on the Labor Expenses sheet".
 - Non-Labor Expenses (8 Errors):** An annotation points to this tab with the text "Displays the number of errors on the Non-Labor Expenses sheet".
- Table:**

	Line	Invoice	InvoiceDate	Contract
	1	A-0001	03/01/16	HHM402-15-D-TEST
- Annotations:**
 - Delete:** Removes a SER row (points to the delete icon in the first column).
 - Edit:** Double-click inside the cell (points to the InvoiceDate cell, which shows a detailed view of the date field).
- Bottom Bar:**
 - Refresh SER data:** Points to the refresh icon.
 - Adds a new row to the SER:** Points to the "+ New Labor Expense" button.
 - Generates a copy of the data in the SER Validation grid in Excel format. This file can be reimported.** Points to the "Export To Excel" button.
 - Buttons:** "Revalidate SER", "Submit SER for Approval", and "Delete SER".
 - Status Message:** "24 of the 24 SER Rows Contain Errors. Please Correct the Errors and Revalidate." An annotation points to this message with the text "Displays the total number of Errors for Labor and Non-Labor Expenses rows".
 - Page Info:** "Page 1 of 1" and "100" rows.





	If there are errors, the line number and the cell with the error will be highlighted in red. If you hover over the cell, you will see a detailed error message.
	If there are warnings, the line number and the cell with the error will be highlighted in yellow. If you hover over the cell, you will see a detailed warning message.

Editing and Validating a SER

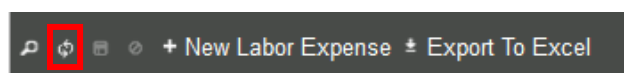
Step 1: Double-click inside the cell of the row you would like to edit. *Note: Cells that are greyed-out are not editable.*

Labor Expenses (16 Errors)		Non-Labor Expenses (8 Errors)		
Invoice	InvoiceDate	Contract	TaskOrder	ContractType
 A-0001	03/02/16	 HHM402-15-D-TEST	 TEST-TS	COST PLUS

Step 2: After you have made changes to the cell, click outside the cell. A pencil icon will appear in the cell you modified.

Labor Expenses (16 Errors)		Non-Labor Expenses (8 Errors)				
Invoice	InvoiceDate	Contract	TaskOrder	ContractType	CLIN	SLIN
 A-0001	 03/02/16	 HHM402-15-D-TEST	 TEST-TS	COST PLUS	0001	0001AA

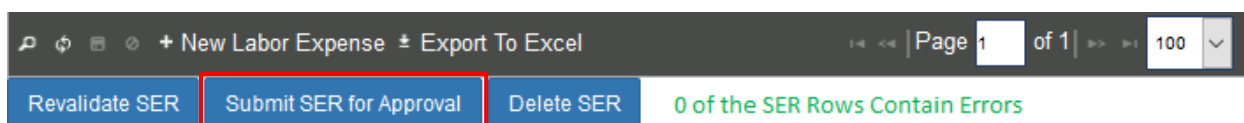
Step 3: To save the changes, click the refresh icon at the bottom of the grid.



Step 4: After all changes have been made, click the **Revalidate SER** button at the bottom of the grid. If there are still errors or warnings, they will be highlighted in the grid. If the data is valid, the message at the bottom of the grid will display: **0 of the SER Rows Contain Errors**.



Step 5: After all of the errors have been corrected, click the **Submit SER for Approval** button at the bottom of the grid. An email will be sent to the PCOR of the Task Order allowing them to Accept/Approve or Reject the SER.

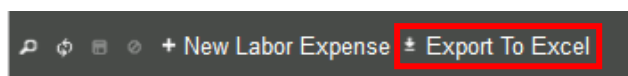


The Status column next to the SER you submitted will change from **OPEN** to **SUBMITTED** in the top grid. The SER will be added to the "SER_Validation_Submissions" folder within the "SER: STORMS Exp Rpt (Special Access)" folder in SharePoint. In order to distinguish between different SER file versions, the filename of the submitted SER will be auto-generated in the following format: *filename_version_HHMMSS_MMDDYYYY*.

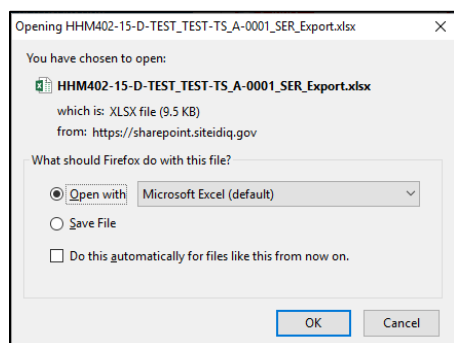
User Name	Load Date	Status	Contract	Task Order	File Name
user.esitecont	08/05/2016 14:57:37 PM	SUBMITTED	HHM402-15-D-TEST	TEST-TS	08022016_ESITE_SER_(HHM402-10-D-00XX_TEST-T

Export to Excel

Step 1: Click the **Export to Excel** button from the bottom of the toolbar.



Step 2: Select **Open with Microsoft Excel (default)** or **Save File**. Click **OK**.



Step 3: Make changes to the file and reimport the file by clicking **Upload STORMS Expenses** from the left menu under **IMPORT**. Follow the instructions in section *Editing and Validating a SER*.

SER Status

The top grid of the SER validation page displays the status of each SER you uploaded to the system. Only your uploaded files will be visible.

User Name	Load Date *	Status	Contract	Task Order	File Name
James.Brown	07/28/2016 11:32:03 AM	SUBMITTED	HHM402-15-D-TEST	TEST-E	HHM402-15-D-TEST_TEST-E_A-0001_SER_Export.xlsx
James.Brown	07/28/2016 11:24:20 AM	OPEN	HHM402-15-D-TEST	TEST-E	HHM402-15-D-TEST_TEST-E_A-0001_SER_Export.xlsx
James.Brown	07/27/2016 14:09:26 PM	APPROVED	HHM402-15-D-TEST	TEST-E	Ser_TestToSubmit.xlsx
James.Brown	07/27/2016 13:14:44 PM	OVERRIDE	HHM402-15-D-TEST	TEST-E	Ser_TestToSubmit.xlsx

The following table describes each status type for a SER.

Status	Description
OPEN	The SER has not been submitted.
SUBMITTED	The SER has been submitted to the PCOR for approval.
APPROVED	The PCOR has accepted the SER. The SER data has been stored in STORMS.
REJECTED	The PCOR has rejected the SER. You will receive an email with a detailed explanation of what needs to be changed within your SER before you resubmit.

OVERRIDE

A SER in Override status means the PCOR approves/accepts the charges with some administrative issue(s).

Deleting a SER

Step 1: Select the SER you would like to delete from the top grid. The SER status must be **OPEN** in order to delete.

User Name	Load Date	Status	Contract	Task Order	
user.esitecont	08/05/2016 14:57:37 PM	OPEN	HMM402-15-D-TEST	TEST-TS	08022016_E

Line	Invoice	InvoiceDate	Contract	TaskOrder	ContractType	CLIN
1	A-0001	03/01/12	HMM402-15-D-TEST	TEST-	COST PLUS	0001
2	A-0001	03/01/16	HMM402-15-D-TEST	TEST-	COST PLUS	0001

Revalidate SER Submit SER for Approval **Delete SER** 24 of the 24 SER Rows Contain Errors. Please Correct the Errors and Revalidate.

Step 2: Click the **Delete SER** button from the bottom grid.

Revalidate SER	Submit SER for Approval	Delete SER
----------------	-------------------------	-------------------

Step 3: A dialog box message will ask you to confirm the delete action. Select “OK” to delete or “Cancel” to cancel the action.

Are you sure you want to delete the SER data? All data (Labor and ODCs) will be deleted.

OK Cancel

The SER will be deleted from the top and lower grids. The SER will be deleted **permanently** from STORMS.

APPENDIX A – ABBREVIATIONS

Abbreviation	Definition
CLIN	Contract Line Item Number
IDIQ	Indefinite Delivery/Indefinite Quantity
ODC	Other Direct Cost
OTSS	Outside Technical Support Services
PoP	Period of Performance
PPR	Price Proposal Report
RFP	Request for Proposal
SLIN	Sub Line Item Number (also known as “Sub-Contract Line Item Number”)
E-SITE	Enhanced Solutions for the Information Technology Enterprise
STORMS	SITE Task Order and Requirements Management System

APPENDIX B – E-SITE IDIQ LABOR CATEGORIES

Configuration Manager/Specialist-Level 0
Configuration Manager/Specialist-Level 1
Configuration Manager/Specialist-Level 2
Configuration Manager/Specialist-Level 3
Cybersecurity Officer-Level 0
Cybersecurity Officer-Level 1
Cybersecurity Officer-Level 2
Cybersecurity Officer-Level 3
Cybersecurity Systems Engineer-Level 1
Cybersecurity Systems Engineer-Level 2
Cybersecurity Systems Engineer-Level 3
Cybersecurity Systems Engineer-Level 4
Cybersecurity Technical Specialist/Expert-Level 1
Cybersecurity Technical Specialist/Expert-Level 2
Cybersecurity Technical Specialist/Expert-Level 3
Cybersecurity-Computer Network Defense Service Provider (CND-SP) Auditor/Inspector-Level 1
Cybersecurity-Computer Network Defense Service Provider (CND-SP) Auditor/Inspector-Level 2
Cybersecurity-Computer Network Defense Service Provider (CND-SP) Auditor/Inspector-Level 3
Cybersecurity-Computer Network Defense Service Provider (CND-SP) Auditor/Inspector-Level 4
Cybersecurity-Computer Network Defense Service Provider (CND-SP) Incident Responder-Level 1
Cybersecurity-Computer Network Defense Service Provider (CND-SP) Incident Responder-Level 2
Cybersecurity-Computer Network Defense Service Provider (CND-SP) Incident Responder-Level 3
Cybersecurity-Computer Network Defense Service Provider (CND-SP) Incident Responder-Level 4
Cybersecurity-Computer Network Defense Service Provider (CND-SP) Infrastructure Support-Level 1
Cybersecurity-Computer Network Defense Service Provider (CND-SP) Infrastructure Support-Level 2
Cybersecurity-Computer Network Defense Service Provider (CND-SP) Infrastructure Support-Level 3
Cybersecurity-Computer Network Defense Service Provider (CND-SP) Infrastructure Support-Level 4
Cybersecurity-Information Assurance/Security Assessor-Level 1
Cybersecurity-Information Assurance/Security Assessor-Level 2
Cybersecurity-Information Assurance/Security Assessor-Level 3
Cybersecurity-Information Assurance/Security Assessor-Level 4
Database Administrator-Level 1
Database Administrator-Level 2
Database Administrator-Level 3
Database Engineer-Level 1
Database Engineer-Level 2
Database Engineer-Level 3
Field Service Technician-Level 1
Field Service Technician-Level 2
Field Service Technician-Level 3
Graphics Specialist-Level 0

Graphics Specialist-Level 1
Graphics Specialist-Level 2
Hardware Engineer-Level 1
Hardware Engineer-Level 2
Hardware Engineer-Level 3
Hardware Support/Maintenance Technician-Level 0
Hardware Support/Maintenance Technician-Level 1
Hardware Support/Maintenance Technician-Level 2
Hardware Support/Maintenance Technician-Level 3
Information Technology Analyst-Level 1
Information Technology Analyst-Level 2
Information Technology Analyst-Level 3
Information Technology Data Analyst-Level 1
Information Technology Data Analyst-Level 2
Information Technology Data Analyst-Level 3
Installation Specialist-Level 0
Installation Specialist-Level 1
Installation Specialist-Level 2
Installation Specialist-Level 3
IT Logistics Technician-Level 0
IT Logistics Technician-Level 1
IT Logistics Technician-Level 2
Network Administrator-Level 1
Network Administrator-Level 2
Network Administrator-Level 3
Network Engineer-Level 1
Network Engineer-Level 2
Network Engineer-Level 3
Process Improvement/Process Re-Engineering Analyst-Level 1
Process Improvement/Process Re-Engineering Analyst-Level 2
Process Improvement/Process Re-Engineering Analyst-Level 3
Program Manager-Level 1
Program Manager-Level 2
Program Manager-Level 3
Program Manager-Level 4
Program Support Specialist-Level 0
Program Support Specialist-Level 1
Program Support Specialist-Level 2
Project Manager-Level 1
Project Manager-Level 2
Project Manager-Level 3
Project Scheduler-Level 0
Project Scheduler-Level 1
Project Scheduler-Level 2
Quality Assurance Manager/Specialist-Level 1
Quality Assurance Manager/Specialist-Level 2
Quality Assurance Manager/Specialist-Level 3

Satellite Field Service Technician-Level 1
Satellite Field Service Technician-Level 2
Satellite Field Service Technician-Level 3
Service Desk Specialist-Level 0
Service Desk Specialist-Level 1
Service Desk Specialist-Level 2
Software Engineer-Level 1
Software Engineer-Level 2
Software Engineer-Level 3
Software Engineer-Level 4
Software/Web Developer-Level 1
Software/Web Developer-Level 2
Software/Web Developer-Level 3
Storage Administrator-Level 1
Storage Administrator-Level 2
Storage Administrator-Level 3
Subject Matter/Functional Expert-Level 2
Subject Matter/Functional Expert-Level 3
Subject Matter/Functional Expert-Level 4
Systems Administrator-Level 1
Systems Administrator-Level 2
Systems Administrator-Level 3
Systems Administrator-Level 4
Systems Architect-Level 1
Systems Architect-Level 2
Systems Architect-Level 3
Systems Engineer-Level 1
Systems Engineer-Level 2
Systems Engineer-Level 3
Systems Engineer-Level 4
Technical Writer-Level 0
Technical Writer-Level 1
Technical Writer-Level 2
Technical Writer-Level 3
Test Engineer-Level 0
Test Engineer-Level 1
Test Engineer-Level 2
Test Engineer-Level 3
VTC Engineer-Level 1
VTC Engineer-Level 2
VTC Engineer-Level 3
VTC Operator-Level 0
VTC Operator-Level 1
VTC Operator-Level 2

APPENDIX C – E-SITE LABOR PRICE GROUPS

Group 1
Group 2
Group 3
Group 4
Group 5
Group 6
Group 7
GERMANY
IRAQ AND AFGHANISTAN
QATAR
SEOUL, KOREA
TOKYO, JAPAN
UNITED KINGDOM

General descriptions of the locations defined for Groups 1 thru 7 are shown on the next pages. Any US location not already assigned to Price Groups 1 through 6 will be priced at Group 7 rates. Questions regarding Group descriptions should be directed to the Contracting Officer, who will make final determination and resolve any discrepancies or exceptions.

US Locations - By Group			
	*Note: If not listed herein, the rate will be based on a Group 7 pay rate.		
State	County	Price Group*	US Site/City/Metro Area
CA	Los Angeles	Group 1	Los Angeles
CA	San Bernardino	Group 1	Fort Irwin, National Training Center
NJ	Monmouth	Group 1	Fort Monmouth
CO	Denver	Group 2	Denver
HI	Honolulu	Group 2	Pearl Harbor, Camp Smith, Hickam AB, Ft. Shafter (Oahu)
AK	Anchorage	Group 3	Fort Richardson
AK	Fairbanks North Star	Group 3	Fort Wainwright
AK	SE Fairbanks	Group 3	Fort Greely
AL	Jefferson	Group 3	117th Intelligence Squadron, Birmingham
AR	Pulaski	Group 3	Little Rock AFB, North Little Rock
CA	San Diego	Group 3	San Diego, Camp Pendleton, Oceanside
DC	Washington	Group 3	Washington DC Metro Area

MD	Anne Arundel	Group 3	Washington DC Metro Area, Ft. Meade
MD	Calvert	Group 3	Washington DC Metro Area
MD	Charles	Group 3	Washington DC Metro Area
MD	Frederick	Group 3	Washington DC Metro Area
MD	Harford	Group 3	Washington DC Metro Area, US Army Aberdeen Test Center
MD	Montgomery	Group 3	Washington DC Metro Area
MD	Prince George's	Group 3	Washington DC Metro Area
MD	St Mary's	Group 3	Washington DC Metro Area
VA	Alexandria	Group 3	Washington DC Metro Area
VA	Arlington	Group 3	Washington DC Metro Area
VA	Fairfax	Group 3	Washington DC Metro Area, Fort Belvoir
VA	Falls Church	Group 3	Washington DC Metro Area
VA	Fauquier	Group 3	Washington DC Metro Area
VA	King George	Group 3	Washington DC Metro Area
VA	Loudoun	Group 3	Washington DC Metro Area
VA	Prince William	Group 3	Washington DC Metro Area, Quantico
VA	Stafford	Group 3	Washington DC Metro Area
WA	Island	Group 3	Whidbey Island, RIPO-1, Oak Harbor
CA	Alameda	Group 4	Camp Parks, W ARISC, Dublin
FL	Dade	Group 4	Miami, SOUTHCOM HQ
FL	Duval	Group 5	Jacksonville
GA	Fulton	Group 5	Fort McPherson
NC	Cumberland	Group 5	Ft. Bragg
AL	Madison	Group 6	Redstone Arsenal, Huntsville
FL	Orange	Group 6	Orlando
OH	Montgomery	Group 6	Wright Paterson Air Force Base, Dayton
AL	Calhoun	Group 7	Fort McClellan
AZ	Cochise	Group 7	Fort Huachuca
AZ	Pima	Group 7	Davis Monthan, Tucson
CO	El Paso	Group 7	Colorado Springs
FL	Hillsborough	Group 7	Macdill Air Force Base, Tampa
GA	Clayton	Group 7	Fort Gillem, SE ARISC, Forest Park
GA	Liberty	Group 7	Fort Stewart
GA	Richmond	Group 7	Fort Gordon
IL	Edgar	Group 7	Scott AFB
IL	Lake	Group 7	FT Sheridan, NC ARISC
IL	Rock Island	Group 7	Rock Island Arsenal
KS	Geary	Group 7	Fort Riley
KS	Leavenworth	Group 7	Fort Leavenworth
KY	Christian	Group 7	Fort Campbell

MA	Middlesex	Group 7	Ft. Devens, Natick Soldier Center RIP-18
MI	Wayne	Group 7	Detroit, Naval Air Reserve Center Selfridge, Mt. Clemens
MN	Montgomery	Group 7	Minneapolis, RIPO-10
NC	Onslow	Group 7	Camp LeJeune
NE	Sarpy	Group 7	Offut AFB
NY	Jefferson	Group 7	Fort Drum
NY	Oneida	Group 7	Rome Labs, ONI/DIA, Rome
OK	Comanche	Group 7	Fort Sill
PA	Franklin	Group 7	Letterkenny Army Depot, Strategic Studies Institute
SC	Charleston	Group 7	Charleston AFB
SC	Richland	Group 7	Fort Jackson
TN	Shelby	Group 7	Memphis, RIPO-Memphis, Millington
TX	Bell	Group 7	Fort Hood
TX	Bexar	Group 7	Lackland AFB, San Antonio
TX	El Paso	Group 7	Fort Bliss
UT	Salt Lake	Group 7	Draper, Army National Guard, Salt Lake City
VA	Albemarle	Group 7	Charlottesville
VA	Caroline	Group 7	Fort A. P. Hill
VA	Norfolk	Group 7	Norfolk
VA	Suffolk City	Group 7	Suffolk
VA	Virginia Beach	Group 7	Virginia Beach, NSWC, Damneck
WA	Pierce	Group 7	Fort Lewis
*Note: If not listed herein, the rate will be based on a Group 7 pay rate.			

APPENDIX D – APPROVED COUNTRY CODES for STORMS

The following three-character country code abbreviations are used by STORMS for processing all transactions which include a “Country” column.

These country codes are based on ISS 3166-1 alpha-3. (Note: The only exception is Kosovo which is a two-character country code).

Country Trigraph Code	Country Name
ABW	Aruba
AFG	Afghanistan
AGO	Angola
AIA	Anguilla
ALA	Åland Islands
ALB	Albania
AND	Andorra
ANT	Netherlands Antilles
ARE	United Arab Emirates
ARG	Argentina
ARM	Armenia
ASM	American Samoa
ATA	Antarctica
ATF	French Southern Territories
ATG	Antigua and Barbuda
AUS	Australia
AUT	Austria
AZE	Azerbaijan
BDI	Burundi
BEL	Belgium
BEN	Benin
BFA	Burkina Faso
BGD	Bangladesh
BGR	Bulgaria
BHR	Bahrain
BHS	Bahamas
BIH	Bosnia and Herzegovina
BLM	Saint Barthélemy
BLR	Belarus
BLZ	Belize
BMU	Bermuda
BOL	Bolivia

BRA	Brazil
BRB	Barbados
BRN	Brunei Darussalam
BTN	Bhutan
BVT	Bouvet Island
BWA	Botswana
CAF	Central African Republic
CAN	Canada
CCK	Cocos (Keeling) Islands
CHE	Switzerland
CHL	Chile
CHN	China
CIV	Côte D'Ivoire
CMR	Cameroon
COD	Congo, The Democratic Republic Of The
COG	Congo
COK	Cook Islands
COL	Colombia
COM	Comoros
CPV	Cape Verde
CRI	Costa Rica
CUB	Cuba
CXR	Christmas Island
CYM	Cayman Islands
CYP	Cyprus
CZE	Czech Republic
DEU	Germany
DJI	Djibouti
DMA	Dominica
DNK	Denmark
DOM	Dominican Republic
DZA	Algeria
ECU	Ecuador
EGY	Egypt
ERI	Eritrea
ESH	Western Sahara
ESP	Spain
EST	Estonia
ETH	Ethiopia
FIN	Finland
FJI	Fiji
FLK	Falkland Islands (Malvinas)

FRA	France
FRO	Faroe Islands
FSM	Micronesia, Federated States Of
GAB	Gabon
GBR	United Kingdom
GEO	Georgia
GGY	Guernsey
GHA	Ghana
GIB	Gibraltar
GIN	Guinea
GLP	Guadeloupe
GMB	Gambia
GNB	Guinea-Bissau
GNQ	Equatorial Guinea
GRC	Greece
GRD	Grenada
GRL	Greenland
GTM	Guatemala
GUF	French Guiana
GUM	Guam
GUY	Guyana
HKG	Hong Kong
HMD	Heard and McDonald Islands
HND	Honduras
HRV	Croatia
HTI	Haiti
HUN	Hungary
IDN	Indonesia
IMN	Isle of Man
IND	India
IOT	British Indian Ocean Territory
IRL	Ireland
IRN	Iran (Islamic Republic Of)
IRQ	Iraq
ISL	Iceland
ISR	Israel
ITA	Italy
JAM	Jamaica
JEY	Jersey
JOR	Jordan
JPN	Japan
KAZ	Kazakhstan

KEN	Kenya
KGZ	Kyrgyzstan
KHM	Cambodia
KIR	Kiribati
KNA	Saint Kitts And Nevis
KOR	Korea, Republic of
KV	Kosovo
KWT	Kuwait
LAO	Lao People's Democratic Republic
LBN	Lebanon
LBR	Liberia
LBY	Libyan Arab Jamahiriya
LCA	Saint Lucia
LIE	Liechtenstein
LKA	Sri Lanka
LSO	Lesotho
LTU	Lithuania
LUX	Luxembourg
LVA	Latvia
MAC	Macao
MAF	Saint Martin
MAR	Morocco
MCO	Monaco
MDA	Moldova (the Republic of)
MDG	Madagascar
MDV	Maldives
MEX	Mexico
MHL	Marshall Islands
MKD	Macedonia, the Former Yugoslav Republic Of
MLI	Mali
MLT	Malta
MMR	Myanmar
MNE	Montenegro
MNG	Mongolia
MNP	Northern Mariana Islands
MOZ	Mozambique
MRT	Mauritania
MSR	Montserrat
MTQ	Martinique
MUS	Mauritius
MWI	Malawi
MYS	Malaysia

MYT	Mayotte
NAM	Namibia
NCL	New Caledonia
NER	Niger
NFK	Norfolk Island
NGA	Nigeria
NIC	Nicaragua
NIU	Niue
NLD	Netherlands
NOR	Norway
NPL	The Federal Democratic Republic of Nepal
NRU	Nauru
NZL	New Zealand
OMN	Oman
PAK	Pakistan
PAN	Panama
PCN	Pitcairn
PER	Peru
PHL	Philippines
PLW	Palau
PNG	Papua New Guinea
POL	Poland
PRI	Puerto Rico
PRK	Korea, Democratic People's Republic Of
PRT	Portugal
PRY	Paraguay
PSE	Palestinian Territory, Occupied
PYF	French Polynesia
QAT	Qatar
REU	Réunion
ROU	Romania
RUS	Russian Federation
RWA	Rwanda
SAU	Saudi Arabia
SDN	Sudan
SEN	Senegal
SGP	Singapore
SGS	South Georgia and the South Sandwich Islands
SHN	Saint Helena
SJM	Svalbard And Jan Mayen
SLB	Solomon Islands
SLE	Sierra Leone

SLV	El Salvador
SMR	San Marino
SOM	Somalia
SPM	Saint Pierre And Miquelon
SRB	Serbia
STP	Sao Tome and Principe
SUR	Suriname
SVK	Slovakia
SVN	Slovenia
SWE	Sweden
SWZ	Swaziland
SYC	Seychelles
SYR	Syrian Arab Republic
TCA	Turks and Caicos Islands
TCD	Chad
TGO	Togo
THA	Thailand
TJK	Tajikistan
TKL	Tokelau
TKM	Turkmenistan
TLS	Timor-Leste
TON	Tonga
TTO	Trinidad and Tobago
TUN	Tunisia
TUR	Turkey
TUV	Tuvalu
TWN	Taiwan, Province Of China
TZA	Tanzania, United Republic of
UGA	Uganda
UKR	Ukraine
UMI	United States Minor Outlying Islands
URY	Uruguay
USA	United States
UZB	Uzbekistan
VAT	Holy See (Vatican City State)
VCT	Saint Vincent And The Grenedines
VEN	Venezuela
VGB	Virgin Islands, British
VIR	Virgin Islands, U.S.
VNM	Viet Nam
VUT	Vanuatu
WLF	Wallis and Futuna

WSM	Samoa
YEM	Yemen
ZAF	South Africa
ZMB	Zambia
ZWE	Zimbabwe